

ASSIGNMENT 3

Textbook Assignment: "Resource Management," chapter 6, pages 6-1 through 6-20, "Inspections," chapter 7, pages 7-1 through 7-10, and "Directives, Reports, and Messages," chapter 8, pages 8-1 through 8-22.

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| <p>3-1. Which of the following plans specifies the total manpower requirements for new developments or billet assets?</p> <ol style="list-style-type: none">1. Navy Training Plan2. Navy Manning Plan3. Navy Development Plan4. Navy Billeting Plan <p>3-2. The Navy Enlisted Classification structure identifies which of the following types of qualifications?</p> <ol style="list-style-type: none">1. Special knowledge and length of service2. Special knowledge and skill levels3. Unusual skills and knowledge4. Unique skills and special training <p>3-3. How many digits are in an NEC numeric code?</p> <ol style="list-style-type: none">1. Five2. Six3. Three4. Four <p>3-4. NECs can be assigned to personnel who have gained a skill through which of the following methods?</p> <ol style="list-style-type: none">1. From a special school that teaches a specific skill2. Through on-the-job training3. Both 1 and 2 above4. Through correspondence courses <p>3-5. Which of the following types of NECs consist of rating conversion and occupational area-defense grouping NECs?</p> <ol style="list-style-type: none">1. Entry series NECs2. Rating series NECs3. Special series NECs4. Primary series NECs | <p>3-6. Which of the following types of NECs relate to specific ratings and are used to identify billet requirements or skills not sufficiently identified by the rate alone?</p> <ol style="list-style-type: none">1. Entry series NECs2. Rating series NECs3. Special series NECs4. Primary series NECs <p>3-7. Which of the following NECs are general in nature and can be held by several ratings?</p> <ol style="list-style-type: none">1. Rating series NECs2. Special series NECs3. Primary series NECs4. Secondary series NECs <p>3-8. An enlisted person on active duty may hold a total of how many NECs?</p> <ol style="list-style-type: none">1. Five2. Two3. Three4. Four <p>3-9. In considering NEC sequence codes for a person with more than one NEC, which of the following NECs has the highest priority?</p> <ol style="list-style-type: none">1. The first NEC earned2. The last NEC earned3. An entry series NEC4. An NEC related to the persons current billet <p>3-10. What NEC identifies certain billets ashore requiring women petty officers?</p> <ol style="list-style-type: none">1. FT-11992. DM-37993. WP-99994. NS-9899 |
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- 3-11. What priority manning category relates to ships and activities requiring increased manning for a specific period to carry out a mission that is essential to national interest?
1. Priority 1
 2. Priority 2
 3. Priority 3
 4. Priority 4
- 3-12. What priority manning category relates to ships and activities having a specific need for increased manning for specific mission accomplishment?
1. Priority 1
 2. Priority 2
 3. Priority 3
 4. Priority 4
- 3-13. When are priority 3 manning authorizations canceled?
1. Upon completion of the mission
 2. When the manning requirement has been met
 3. On 31 March of each year
 4. When new priority manning authorizations are required
- 3-14. The priority manning system is generally limited to which of the following components?
1. Whole activities
 2. Whole ratings within an activity
 3. The whole specific NEC community in an activity
 4. All of the above
- 3-15. Each Navy activity reviews its manpower requirements and classifications at least how often?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually
- 3-16. Which of the following OPNAV instructions contains procedures for requesting Manpower Authorization changes?
1. 1000/4A
 2. 3220.32B
 3. 1000.16G
 4. 1600.12B
- 3-17. The Navy Manpower Requirements Program includes which of the following subsystems?
1. Ship Manpower Document and Squadron Manpower Document only
 2. Ship Manpower Document, and shore requirements, standards, and manpower planning system only
 3. Shore requirements, standards, and manpower planning system, and Squadron Manpower Document only
 4. Ship Manpower Document, Squadron Manpower Document, and shore requirements, standards, and manpower planning system
- 3-18. The functions a command is expected to perform in carrying out its assigned mission is known by which of the following terms?
1. Projected operational environment
 2. Required operational capabilities
 3. Operational commitments
 4. Task loading
- 3-19. The most demanding environment in which a naval unit must operate and be fully manned and capable of accomplishing its mission is known by which of the following terms?
1. Operational commitment
 2. Required operational commitment
 3. Projected operational environment
 4. Employment goal

- 3-20. Which of the following documents states the manpower needs of an activity and is used for planning of mobilization during time of crisis?
1. Long-range training plan
 2. Manpower Authorization
 3. Ship Manning Document
 4. Enlisted Distribution and Verification Report
- 3-21. The EDVR is divided into a total of how many sections?
1. Eight
 2. Ten
 3. Twelve
 4. Fourteen
- 3-22. What section of the EDVR lists the total personnel onboard in distribution community sequence?
1. Section 1
 2. Section 2
 3. Section 3
 4. Section 4
- 3-23. What section of the EDVR lists officer personnel?
1. Section 8
 2. Section 10
 3. Section 12
 4. Section 14
- 3-24. The Navy Manning Plan is shown in what sections of the EDVR?
1. Sections 1, 2, and 3
 2. Sections 4 and 5
 3. Sections 6 through 10
 4. Sections 12 and 14
- 3-25. You should keep the activity's EDVR current by making changes how often?
1. Weekly
 2. Monthly
 3. Quarterly
 4. As they occur
- 3-26. EPMAC is responsible for the assignment of which of the following personnel?
1. E-4s and E-5s only
 2. E-4s, E-5s, and E-6s only
 3. E-4s through E-7s
 4. All nonrated designated strikers
- 3-27. CHNAVPERS is responsible for the assignment of which of the following personnel?
1. E-4s and E-5s only
 2. E-4s, E-5s, and E-6s only
 3. E-4s through E-9s only
 4. All designated strikers, E-4s through E-9s, and officers
- 3-28. Members of the comptroller's staff have all EXCEPT which of the following responsibilities?
1. They are available for technical guidance on budgeting matters
 2. They prepare the budget in rough form for submission to lower review levels
 3. They recommend budget procedures and schedules and provide procedural and analytical assistance
 4. They review and recommend adjustments in completed departmental estimates
- 3-29. Knowing the cost of the jobs your division performs provides which of the following advantages?
1. It helps to identify those jobs essential to mission accomplishment
 2. It helps identify the most cost-effective jobs
 3. It helps identify nonvital jobs that do little for the unit's mission
 4. Each of the above

- 3-30. The operating budget of an activity is a tool that is used for which of the following purposes?
1. To obtain resources
 2. To manage resources
 3. To account for resources
 4. Each of the above
- 3-31. At large activities, the budget responsibilities are often divided between the operating departments and the comptroller for which of the following reasons?
1. To prevent duplication of effort
 2. To provide a smooth formulation process
 3. Both 1 and 2 above
 4. To lower expenses
- 3-32. Every commanding officer sets funds aside for unexpected requirements. What are these funds called?
1. Imprest funds
 2. Operation and Maintenance, Navy (O&MN) funds
 3. Operation target funds
 4. Command utility funds
- 3-33. Accounting for the Navy's material and equipment is accomplished through which of the following methods?
1. Custody cards and inventories
 2. Plant and minor property accounting systems
 3. Both 1 and 2 above
 4. Supply requisitions
- 3-34. Inventories of controlled equipage are required when which of the following situations occurs?
1. When the department head is relieved
 2. When the division officer is relieved
 3. When the division supply officer is relieved
 4. When there is a change of command
- 3-35. A letter indicating completion of a controlled equipage inventory is submitted to the commanding officer and a copy is also given to which of the following officers?
1. Executive officer
 2. Supply officer
 3. Operations officer
 4. Department head
- 3-36. When controlled equipage is inventoried incident to a change of department head, the letter report is to be signed by which of the following people?
1. The relieving department head
 2. The relieved department head
 3. Both 1 and 2 above
 4. The supply officer
- 3-37. What term is used to describe all Navy owned real property and other property under the care of the Navy?
1. Real estate
 2. Plant property
 3. Fiscal property
 4. Controlled property
- 3-38. Which of the following categories of items is NOT addressed in the MLSR report?
1. Serialized property having a value of \$100 rented by the Navy
 2. Unserialized property considered to be sensitive items regardless of actual or estimated value
 3. Serialized personal property having a value of \$500
 4. Unserialized property having a value of \$500 borrowed by the Navy
- 3-39. Which of the following procedures is required when Navy property is lost, damaged, or destroyed?
1. MLSR report
 2. Controlled equipage inventory
 3. JAG manual investigation
 4. Survey

- 3-40. When the loss, damage, or destruction of government property is discovered, which of the following actions is immediately taken?
1. A preliminary research is conducted by the division officer or department head
 2. A Report of Survey, DD form 200 is completed
 3. The person responsible is ordered to pay for the loss, damage, or destruction
 4. The supply officer determines if the value of the property is over \$500
- 3-41. A report of survey is NOT necessary if the value of lost property is less than \$500 and the person responsible voluntarily consents (in writing) to pay for the property.
1. True
 2. False
- 3-42. Which of the following forms is/are used in connection with survey procedures?
1. DD Form 2090
 2. DD Form 200
 3. Both 1 and 2 above
 4. OPNAV 4790/2K
- 3-43. What is the purpose of the inspections conducted by higher authority?
1. To find fault
 2. To ensure compliance with policies, procedures, and standards
 3. To create competition between units
 4. To discourage commands from developing new methods of accomplishing their mission
- 3-44. Who inspects, investigates, or inquires into matters of importance concerning waste, fraud, and inefficiency throughout the Department of the Navy?
1. The Secretary of Defense
 2. The Secretary of the Navy
 3. The Commandant of the Marine corps
 4. The Naval Inspector General
- 3-45. Who is responsible for keeping the CNO informed of the material condition of the operating forces?
1. The Naval Inspector General
 2. The Board of Inspection and Survey
 3. The Fleet and Force Commanders
 4. Unit Commanders and Commanding Officers
- 3-46. Approximately how often does the INSURV board examine each naval ship to determine its material condition?
1. Every year
 2. Every two years
 3. Every three years
 4. Every four years
- 3-47. Which of the following programs, if any, ensures the readiness, effectiveness, and efficiency of commands and units?
1. Naval Command Inspection Program
 2. Operational Readiness Program
 3. Naval Effectiveness and Efficiency Program
 4. None of the above
- 3-48. Who is responsible for conducting command inspections?
1. The immediate superior in command (ISIC)
 2. The immediate unit commander (IUC)
 3. Either 1 or 2 above
 4. The Naval Inspector General

- 3-49. Inspecting commands normally use personnel within local commands to conduct inspections.
1. True
 2. False
- 3-50. Which of the following directives contains a list of special interest items that are to be covered in a command inspection?
1. OPNAVINST 5040.7K
 2. OPNAVNOTE 5040
 3. SECNAVINST 5430.57E
 4. United States Navy Regulations, 1990
- 3-51. When is the list of items of special interest during command inspections issued?
1. Just prior to the inspection
 2. Just after the inspection
 3. Annually
 4. Only when the requirements change
- 3-52. All of the special-interest items apply to all commands.
1. True
 2. False
- 3-53. What type of inspection is conducted to evaluate a ship's performance in a given mission area?
1. Refresher training
 2. Command inspection
 3. Administrative inspection
 4. Operational readiness inspection
- 3-54. An assessment of a unit's readiness must take into consideration which of the following resources?
1. Time, budget, and equipment
 2. Training, skills, and tools
 3. Personnel, material, and training
 4. Maintenance, material, and management
- 3-55. In aiming for a higher state of readiness, you should perform which of the following actions?
1. Compare what you have with what you need
 2. Compare your resources with the operating resources of similar units
 3. Compare what you have accomplished to established standards
 4. Compare what you have accomplished to what similar units have accomplished
- 3-56. When, if ever, in the inspection cycle are assist visits required?
1. When requested by the commanding officer
 2. At the midway point between inspections
 3. Before deployment
 4. Never
- 3-57. What is the principal function of a Mobile Training Team (MTT)?
1. To conduct inspections
 2. To assist inspectors in conducting inspections
 3. To help commands conduct shipboard training
 4. To replace shipboard training
- 3-58. What authority requires the commanding officer to conduct periodic inspections of the material condition of the command?
1. United States Navy Regulations
 2. Standard Organization and Regulations of the U.S. Navy
 3. Naval Command Inspection Program
 4. Ships Organization Manual
- 3-59. Which of the following prescribes the course of action to be followed in a given situation?
1. Policy
 2. Program
 3. Procedure
 4. Proclamation

3-60. Which of the following provide information about the methods of accomplishing a mission?

1. Orders
2. Instructions
3. Regulations
4. Suggestions

3-61. Which of the following instructions sets the rules for filing, maintaining, and issuing directives?

1. OPNAVINST 3120.32B
2. OPNAVINST 1000.16G
3. SECNAVINST 5215.1C
4. SECNAVINST 5210.11D

3-62. A commanding officer may interpret and amplify instructions from higher authority by which of the following methods?

1. By requesting amplification from higher authority
2. By issuing an amplifying instruction
3. By deleting non-applicable portions of the original instruction
4. By adding additional information to the original instruction

3-63. What instruction prescribes a standard format for directives?

1. OPNAVINST 3120.32B
2. OPNAVINST 1000.16G
3. SECNAVINST 5215.1C
4. SECNAVINST 5210.11D

3-64. Instructions should normally be filed in which of the following ways?

1. By standard subject identification code
2. By consecutive number
3. By issuing authority
4. Each of the above

3-65. What instruction defines the proper authorizing authority for disposal of official Navy records?

1. SECNAVINST 5216.5C
2. SECNAVINST 5212.1C
3. SECNAVINST 5212.5C
4. SECNAVINST 5215.11C

3-66. Which of the following documents lists instructions issued by the Navy headquarters organization in Washington D.C.?

1. The List of Directives and Correspondence (LDC)
2. The Subject Compilation Reference List (SCRL)
3. The Subject Identifier List (SIL)
4. The Consolidated Subject Index (CSI)

3-67. What publication provides detailed procedures for drafting and preparing naval messages?

1. The Federal Communications Handbook
2. The Telecommunication Users Manual
3. The Federal Communications Commission Manual
4. The Technical Broadcast Manual

3-68. What condition is imposed to reduce and control electrical messages and telephone traffic?

1. Priority
2. Immediate
3. Minimize
4. Reduce

3-69. Which of the following types of messages is used to communicate with two or more addressees, with each addressee addressed for either action or information?

1. Single address
2. Multiple address
3. Book
4. General message

- 3-70. Why was the Navy Mailed Message Program (NAVGRAM) established?
1. To reduce the workload on radiomen
 2. To prevent unauthorized personnel from reading certain messages
 3. To reduce the number of electronically transmitted messages
 4. To provide an alternate method of sending messages when communications equipment malfunctions
- 3-71. What are the two basic types of directives used in the navy?
1. Letter-type and message-type
 2. Special-type and message type
 3. Joint services-type and Navy-type
 4. Letter-type and special-type
- 3-72. Which of the following types of communications contain information having continuing reference value or requiring continuing action?
1. Instructions
 2. Notices
 3. Reports
 4. Letters
- 3-73. Which of the following is a formal report that presents a precise but brief description of a problem and a recommended solution?
1. A staff study
 2. A point paper
 3. A talking paper
 4. A memorandum
- 3-74. Detailed information on the form and content of a staff study can be found in which of the following publications?
1. Department of Defense Writing Guide
 2. Naval Operational Planning
 3. U.S. Government Writing Manual
 4. Better Naval Writing
- 3-75. Which of the following aids should be used as a memory tickler when speaking publicly?
1. A point paper
 2. A staff study
 3. A talking paper
 4. A tape recorder

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82048

MILITARY REQUIREMENTS FOR SENIOR AND MASTER CHIEF PETTY OFFICER

Name**Last****First****Middle****Rank/Rate****Designator****Social Security Number****COURSE COMPLETION**

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82048

MILITARY REQUIREMENTS FOR SENIOR AND MASTER CHIEF PETTY OFFICER

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Under authority of Title 5, USC 301, information regarding your military or other DOD status is requested on this answer sheet in order to complete a Navy Correspondence Course. The information will also be used to process course completion letters and to construct and maintain an official and continuing record of correspondence course participation. The cumulative course participation record will not be divulged, without written authorization, to anyone other than those within the DOD for official use in determining performance and effecting organizational and administrative management.

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FROM: _____ Date _____
SSN _____
NAME (Last, first, M.I.)
RANK, RATE, CIVILIAN

STREET ADDRESS, APT #

CITY, STATE ZIP CODE _____
To: Naval Education and Training Program
Management Support Activity (Code 0318)
Pensacola, Florida 32509-5000
Subj: MILITARY REQUIREMENTS FOR SENIOR AND MASTER CHIEF PETTY OFFICER,
NAVEDTA 82048

1. The following comments are hereby submitted:

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

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DEPARTMENT OF THE NAVY

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PENSACOLA, FL 32509-5000

PRINT OR TYPE

TITLE _____ NAVEDTRA _____

NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE _____ SOC. SEC. NO. _____ City or FPO State Zip
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